



June 6, 2016

Dear Proposer,

Thank you for your interest in the City of Trinidad and Las Animas County Economic Development Strategic Plan.

We are looking for a firm that understands the elements of a comprehensive economic development strategic plan that relates to successful rural economic development. We are looking for a plan that will define our current and future economic needs, and will deliver a final plan for use by the City and County.

Attached, you will find a Request for Proposal that defines who we are and what we are expecting as a result of the RFP.

Regards,

Jonathan Taylor
Director of Economic Development
City of Trinidad
135 N. Animas Street
Trinidad, CO 81082
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719.846.9843 ext. 130



**Department of Economic Development and
Tourism Management**
City of Trinidad
135 N. Animas Street • Trinidad, CO 81082
PH: 719.846.9843
www.trinidad.co.gov

REQUEST FOR PROPOSAL COVER SHEET

Response Closing Date:
July 22, 2016 @ 5:00 p.m.

Date: _____

Title: **ECONOMIC DEVELOPMENT STRATEGIC PLAN**

Company: _____	Name: _____
Federal Tax ID: _____	
Street Address: _____	Tel: _____
City: _____ State: _____	FX: _____
Zip: _____	E-Mail: _____

Signature*: _____

**Authorized Signature: The signer declares under penalty of perjury that they are authorized to sign this document and bind the company or organization to the terms of this agreement.*

ONLY RESPONSES WITH AN ORIGINAL SIGNATURE WILL BE ACCEPTED.

This cover page must be completed and submitted as part of your response.

FOR QUESTIONS REGARDING THIS REQUEST FOR PROPSAL:

Jonathan Taylor, Director of Economic Development
City of Trinidad
jonathan.taylor@trinidad.co.gov

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Section 1. General Overview

1.1 INTRODUCTION

The City of Trinidad and Las Animas County Department of Economic Development and Tourism Management (EDTM) is seeking the services of a qualified strategy planning group, firm or advisor (Firm) to prepare a high-quality and comprehensive Economic Development Strategic Plan (Plan) for the City of Trinidad and Las Animas County. The Plan will provide a framework to guide the EDTM economic development and tourism management and marketing efforts over the next three to five years with the ultimate goal of assisting EDTM in creating high-paying direct jobs and increasing capital investment within the service jurisdiction. It is also expected that the selected firm will prepare a Plan that contains specific economic development goals, strategies, an implementation plan, outline the timing, anticipated cost and funding source for each action item. The selected Firm will be one that has demonstrated experience in the preparation of economic development strategic plans for similar jurisdictions with successful implementation results.

Responses must conform to the requirements for this Request for Proposal (RFP). The City and the County reserves the right to waive any irregularity in any proposal or reject any proposal that does not comply with this RFP or City/County policies. Modifications to the RFP, including, but not limited to the scope of work, can be made only by written addendum issued by the department submitting this request.

All proposals to support the City and the County's ongoing economic development efforts shall be submitted to the City no later than **5:00 p.m. on July 22, 2016**. Applicant interviews may be scheduled in August to support the City and County in firm selection.

1.2 ABOUT THE AREA

The City of Trinidad is a home-rule municipality in Southeastern Colorado. Located along I-25, the City of Trinidad is approximately half-way between the Denver, Colorado and Santé Fe, New Mexico. The City of Trinidad has a population of 9,096 and is located in Las Animas County, a total population of 15,507. The average age of the residents in Las Animas County is 40.8 years.

Over the last 10 years, the City of Trinidad and Las Animas County have seen severe population decreases as a result of the heavily reliance on the natural resources industry which has seen a national decline due to the world market supply. According to the United States Census, The City of Trinidad has lost an estimated nine percent of its population within the last four years.

With the legalization of retail marijuana in the State of Colorado, the City of Trinidad has seen an explosion of development in the areas of recreational, medical, and cultivation facilities. This has led to the City of Trinidad collecting nearly one million dollars in sales tax revenue; which is being used to update the aging infrastructure within the City. Currently, the County does not allow any form of marijuana industries within its jurisdiction.

The City has also seen a tremendous amount of growth within the artistic community. The City of Trinidad was recently awarded a project called “Space to Create,” which is a Minnesota-based company, Art Space. This project will provide live-work spaces for artists and will be the first rural community in the nation to host such a project.

Trinidad has historically been a “boom and bust” community. Now with the growth of the marijuana industry and the potential legalization of the commodity in New Mexico and potentially nation-wide, Trinidad is looking to prevent another “bust” by diversifying its economy. With its prime location between Santa Fe and Denver, Trinidad is well positioned to attract and maintain a diversified economy.

1.3 REQUEST FOR PROPOSAL PROCESS

This RFP will be publically advertised and released in accordance with the applicable laws of the State of Colorado and includes the notification of the time and place when and where the RFP is due. The RFP may be obtained from the primary contact:

An electronic copy will be available on the City’s website, www.trinidad.co.gov, or may be obtained by via email from the City of Trinidad, Jonathan Taylor, Director of Economic Development and Tourism Management, jonathan.taylor@trinidad.co.gov.

All information regarding the RFP process will be provided on the City’s webpage. Additional information may include, but is not limited to, any amendments to the RFP, or changes in the RFP Schedule. Interested parties may request notification of supplemental information by providing contact information to Jonathan Taylor.

Firms interested in responding to this RFP should submit three hard copies (one unbound) of their proposal and one electronic copy to Jonathan Taylor, at the address listed below.

1.4 PROPOSED TIMELINE

Issuance of RFP	June 6, 2016
RSVP for Pre-Submittal Conference	June 17, 2016
Pre-Submittal Conference	June 24, 2016
Questions (in writing) submitted for RFP	July 8, 2016
Responses sent to Applicant Questions	July 15, 2016
Deadline Date for RFP Applications	July 22, 2016
Applicant Interviews/Presentations (If Needed)	Week of August 1 st , 2016
Consultant Agreement Approved By Council	August

1.5 MANAGEMENT AND CONTACT

Jonathan L. Taylor
135 N. Animas Street
Trinidad, CO 81802

Office: (719) 846 -9843 ext. 130
Cell: (719) 680 -3375
jonathan.taylor@trinidad.co.gov

Submittals received after the deadline may not be considered. A City/County evaluation team may select candidate(s) to be interviewed. This process will review submittals, references, and other information necessary, as well as rating of submittals. Interviewers will provide an opportunity for the City/County and potential candidates to further gauge their fit and ability to work with each other.

1.6 PRE-SUBMITTAL CONFERENCE

There will be a virtual or telephone conference held on this Request for Proposal on:

Date: June 24, 2016
Time: TBA
Location: TBA

1.7 DEFINITIONS

For the purposes of this Request for Proposal, the following terms have the following meanings:

- a. "Organization" – The City of Trinidad and Las Animas County.
- b. "Contract" – The agreement between the Organization and applicant chosen as a result.
- c. "Firm" – The Firm, consultant, or advisor or its authorized assignee.
- d. "Proposal" – The written document submitted to the Organization in response to the RFP.
- e. "Proposer" – The entity submitting a Proposal in response to this RFP.

Section 2. Proposal Terms and Conditions

2.1 RFP DOCUMENT

Information provided herein is intended to solely to assist Proposers in the preparation of their Proposals. To the best of the Organization's knowledge, the information that is provided is accurate. However, the Organization does not warrant such accuracy and any errors or omissions subsequently determined will not be construed as a basis for invalidating this RFP.

2.2 ADDENDA INTERPRETATIONS

If it becomes necessary to revise any part of this RFP, a written addendum will be provided. The Organization is not bound by any oral clarifications changing the scope of the work for this

project. All addenda issued by the Organization will become a part of the official RFP and will be made available to all Proposers on record based upon the contract information provided to the Organization.

2.3 LABELING OF PROPOSALS

All proposals must be submitted in a sealed envelope plainly marked – Economic Development Strategic Plan RFP, Attn: Director of Economic Development, with the name and address of the Proposer in the upper left hand corner.

2.4 ASSIGNMENT OF CONTRACTUAL RIGHTS

It is agreed that this contract must not be assigned, transferred, conveyed, or otherwise disposed of by either party in any manner, unless approved in writing by the other party. The Firm will be an independent service provider for all purposes and no agency, either expressed or implied exists.

2.5 OWNERSHIP OF RECORDS

The Organization will retain ownership of all documents or related information, including but not limited to: plan documents, surveys, data gathered, and analyses produced or developed in conjunction with the Firm's contract. The Firm is prohibited from copying or distributing any of these documents or other reports developed in conjunction with the Organization without written approval from the Organization.

2.6 INQUIRIES

All inquiries must be submitted in writing via mail or email to the primary contact. The Organization will review all inquiries received prior to the RFP submittal date and will respond to all recipients the answers for record for the RFP. Direct contact with any of the Organization's departments or personnel may only be scheduled by the primary contact. During review or preparation, if a Proposer discovers any errors, omissions, or ambiguities, within this RFP, they should identify them in writing to the Organization prior to the submittal deadline.

2.7 DISCLOSURE

The Proposal will become the basis for any contract entered into and will become subject to the Organization's provision on public access to open records and information. To the extent a Proposer includes any uniquely proprietary or confidential information in the Proposal, the Proposer must clearly and unequivocally mark such information. The Organization will not reveal any such information to any third party, unless required by law. Proposers must agree to make no other distribution of their Proposal beyond that made to the Organization and once under contract all information gained in the process and work product is the ownership of the Organization.

2.8 PROPOSAL COSTS

The Organization is not liable for any costs or expenses incurred by any Proposer in the preparation of the Proposal, attendance at any conference, or meeting related to this RFP. The Organization is not liable for payment for any amount to the selected Proposer until a contract has been awarded and executed by the Organization and the Firm has performed services pursuant to the Contract that entitles the Firm to receive payment under the terms of the approved Contract.

2.9 SUB-CONTRACTORS

It is intended that a single contractor have total responsibility for the Plan as to assure a cohesive, fully workable plan. Therefore, any Proposer desiring to use sub-contractor(s) must identify each on a document supplied as an attachment to the Proposal and titled "Sub-Contractors." Include for each sub-contractor, their company's name, the company's principal agents, description of their involvement, and qualifications for aspect of the Plan they will be involved with. The sub-contractor(s) cannot be changed after the submission of the Proposal except with written permission from the Organization. The Consultant is responsible for all actions, workmanship, performance, and compensation for their sub-contractor(s). All sub-contracts must be a licenses entity with recognizable insurance within the state of Colorado.

2.10 RFP PROPOSAL SUBMISSION

The Department of Economic Development and Tourism Management must receive all proposals no later than the Proposal Submission date and time identified in the RFP Schedule. Proposals may be mailed or hand delivered, but in either case must be received and stamped by the specific time and date. Late Proposals may not be considered.

Proposals must contain all the required documentation, guides and certifications as requested by this RFP, otherwise the Proposal will be considered non-conforming and will be disqualified. The Proposer must supply three (3) hard copies, including one unbound copy (8.5 x 11) of the Proposal and one electronic copy.

The Organization reserves the right to request additional information from any, all or no Proposers after the original Proposal submission.

One (1) RFP Proposal must contain the original signature(s) of an official or officials authorized to bind the Proposer to its provisions. Additionally, the authorized signature(s) must appear on company letter head.

Sections of the Proposal must be clearly labeled and pages numbered consecutively for ease of review. Responses must be provided in the same sequence as outline in the Submittal Requirements sections in this RFP.

In case of a difference between written words and figures in a Proposal, the amount stated in the written words shall govern. Alterations and erasures are discouraged, but if present, must be

stricken and corrections printed in ink or typewritten adjacent thereto. Each person signing the Proposal must initial each such correction.

All proposals received by the Organization in response to the RFP shall remain valid for ninety (90) days from the deadline of submittal.

2.11 INSURANCE

If awarded a contract as a result of this RFP process, the Firm agrees to provide the Organization a current and valid Certificate of Insurance as evidence of compliance with Appendix A Insurance Requirements, prior to commencing work under the contract.

2.12 INDEMNITY

The contract resulting from this RFP process shall contain the following provision:

Contractor shall be liable and responsible for any and all damages to persons or property caused by or arising out of the actions, obligations or omissions of Contractor or its employees, agents, representatives or other persons acting under Contractor's direction or control in performing or failing to perform the Services under this Agreement. Contractor shall indemnify and hold harmless the City, its elected and appointed officials and its employees, agents and representatives (the "Indemnified Parties"), from any and all liability, claims, demands, actions, damages, losses, judgments, costs or expenses, including, but not limited to, attorney fees, which may be made or brought or which may result against any of the Indemnified Parties as a result or on account of the negligent, grossly negligent, willful and wanton, or intentional actions or omissions of Contractor and/or its employees, agents or representatives or other persons acting under Contractor's direction or control. The provisions set forth in this Section shall survive the completion of the Services and the satisfaction, expiration or termination of this Agreement.

2.13 REJECTION OF PROPOSALS

The Organization reserves the right to waive any informality, and/or reject, at any time and for any reason, any and all Proposals received as a result of the RFP. The Organization's intent is to enter into a Contract as a result of this RFP. However, if after reviewing the Proposals received, the Organization determines that the Organization should not enter into any Contract, or to enter into a partial or different agreement from the Contract contemplated by this RFP, the Organization will act in accordance with what the Organization determines at the time to be in its best interest. No Proposer or any other party has any entitlement, interest, or right in this decision by the Organization and by submitting a Proposal, acknowledges the Organization's right to exercise its discretion in this regard without any right or recourse by the Proposer.

2.14 ADDITIONAL CONDITIONS

- a. No proposal will be accepted from any persons, firm or corporation that is in arrears for any obligation to the City of Trinidad or Las Animas County, or that otherwise may be deemed irresponsible or unresponsive by the Organization or its staff.
- b. Only one proposal will be accepted from any person, firm, or corporation.
- c. All proposals shall be prepared in a comprehensive manner as to content.
- d. The City of Trinidad is an Equal Opportunity Employer and requires all consultants to affirm that they do not discriminate against individuals or firms because of their race, color, age, sex, national origin, religion, handicap, or sexual orientation.
- e. All proposals submitted become public information and may be reviewed by anyone requesting to do so at the conclusion of the evaluation process.

Section III. Scope of Services

3.1 SCOPE OF SERVICES – GENERAL

The overall responsibility and scope of work for the Firm is to prepare an Economic Development and Tourism Strategic Plan using qualitative and quantitative data gathered during the planning process. The Firm will draft a plan with specific strategies, action items, and performance targets that are realistic and attainable. The Plan will act as a guide and provide local leaders with the tools necessary to diversify and strengthen the economic base. The Plan should focus on strategies and activities that have the greatest potential of creating jobs, increasing the regional tax base, and lessening the tax burden on citizens. There should be a focus on the broader economic development activities through which the Organization can have meaningful influence on the retention of jobs.

The Plan will also incorporate a tourism component that advances the brand of Colorado while marketing our regional assets. This component should analyze where our overnight visitors are from, how long they stay, and their economic impact in our community. This component should focus on ways and activities that increase our local occupancy revenues. This component should focus on marketing on a national level with detailed ways of focusing on core key groups: sportsman, active retirees, young millennials, and the LGBT (Lesbian, Gay, Bisexual, and Transgender.)

The Firm shall provide professional services to support the following tasks:

- a. Review and analyze existing demographic and socioeconomic data, labor force characteristics, City and County generated revenues and other key economic data.
- b. Preparation of key demographic trends and forecasts, social factors economic factors and financial indicators for inclusion into the strategic plan. This task should include preparation of a market study of the region's retail/commercial and industrial sector.
- c. Identify the community's assets and competitive advantages, with proposed activities and programs to incorporate these assets and advantages into an overall economic

development strategy. This task should include a SWOT analysis of the city and the county.

- d. Review and analysis of local ordinances, policies, and rules, providing recommendations on making adjustments to favor economic growth.
- e. Preparation and facilitation of up to four (4) stakeholder workshops. These workshops will consist of a series of one-on-one and/or focus group meetings with stakeholders, residents, property owners, business owners, elected officials, Planning commission Members, Trinidad Urban Renewal Authority, real estate professionals, and developers, and other community leaders. The process/format developed for these meetings must ensure an open discourse with stakeholders that will help identify and inform the highest priority economic development issues facing the region. The Consult will prepare a document summarizing key points from these stakeholder meetings and how it will relate to the overall economic development.
- f. Attend up to four (4) meetings with County and City Policy Boards, staff, and key community members to identify and prioritize economic development goals and objects and proposed activities and programs.
- g. Preparation of a locally based economic development strategy setting forth prioritized goals and objectives for taking advantage of the opportunities, as well as for solving the economic development problems of the area.
- h. Preparation of an economic development action plan including prioritized target markets, suggested activities, projects, and programs to implement objectives and goals set forth in the strategy.
- i. Preparation of performance measures with timelines that will be used to evaluate whether and to what extent plan goals and objectives have been or are being met.
- j. Attendance of up to four (4) workshops with the Las Animas County Board of Commissioners and the City of Trinidad City Council.
- k. Assist the Organization in identifying what makes our area unique and valuable, and how the Organization can position itself for the future while retaining those qualities.
- l. Establish performance measurements, benchmarks or milestones that measure the City and County progress through the economic development strategic planning process.
- m. Develop and initiate a public involvement program that engages the community in this process. Electronic surveys, community open houses, social media, info booth at local events and other forms of community outreach may be used to achieve this object. Additionally, provide summaries to Economic Development Department and Councils with analyses of all public input.
- n. Identify means by which consultant will work with staff, elected officials, and key community members to identify and prioritize economic development goals and objectives and proposed activities and programs.
- o. Review the availability and effectiveness of City, County, State, Federal, and Regional incentive programs.
- p. Review/develop policies, procedures, and codes that affect economic development growth, and recommended policy, process or procedural changes.
- q. Conduct "leakage" analysis.
- r. Identify industry macro and micro clusters and how to grow those clusters.
- s. Identify ways to diversify the economy.

- t. Identify businesses that would be sustainable for commercial development south of Trinidad on the I-25 Corridor.
- u. Establish planning parameters for setting a future growth policy for industry and workforce.
- v. Identify, analyze, and define roles/responsibilities in existing and potential partnerships with other entities both internal and external.
- w. Develop a sales and marketing plan. Include brand development, marketing tools, and implementation strategy.
- x. Identify how to maximize our ability to be a second-tier tourism destination.
- y. Assist the Tourism Board with ways to maximize the tourism industry and market that cluster that focus on nation-wide marketing efforts with specialized interest on our identified market niches.
- z. At a minimum, provide the following deliverables:
 - 1. Global Business Development Plan
 - 2. Visioning Workshop and Goal-Setting Workshop
 - i. Workshop announcement materials (e.g. community invitation);
 - ii. Workshop materials (e.g. presentation, handouts);
 - iii. Attendance and facilitation of all workshops and meetings;
 - 3. All drafts and reports associated with the research, formation and implementation of the Strategic Plan.
 - 4. An Economic Development Strategic Plan – Executive Summary.
 - 5. A comprehensive, detailed document covering the completed workout output for items “a” through “y” (and more additional information) above.
 - 6. A marketing plan describing the Economic Development Strategic Planning process for distribution to the public.
 - 7. Marketing and Communication Plan.
 - 8. A Tourism Maximization Plan.
 - 9. Develop a prioritized Action Plan with goals and objectives. Establish implementation steps and timelines.
 - 10. Complete final report to be formally presented to all Stakeholders.

3.2 RELATED CITY PROJECTS

This plan must be complimentary to our 2016 Comprehensive Plan. This plan is an update of the 2008 Comprehensive Plan with details on zoning and land-use development. This plan will become an addendum to the 2016 Comprehensive Plan once adopted.

Section IV. Proposal Organization

Proposal must be organized in the following order of sections:

Section 1. Letter of Interest

The Proposal must include the name, title, address, telephone and fax number, and email address of one (1) or more individuals who will serve as Proposer’s contact for purposes of this RFP. The Proposer shall fully disclose details regarding its legal identity, i.e. corporation, partnership, etc.

If Proposer is a partnership, all partners must be name regardless of status, activeness, or percentage of ownership.

Section 2. Proposer Qualifications

The Proposer must describe their qualifications and experience in providing the work described in this RFP. Experience should include examples of performing similar or related plans/studies; this also should include details as to the type of Economic Development Strategic Plan, approximate date of delivery service.

The Proposer shall provide a team organization chart, which lists the names of key personnel that will be assigned to this project along with a brief resume for each individual that describes their education and relevant professional work experience. A description of work expected to be performed by each individual including an estimate of the amount of time each will be assigned to work on the project, should be provided. Any sub-contractors anticipated to be utilized to perform work on this project, should be identified and brief resumes submitted.

The Organization reserves the right to approve all persons assigned to the project. No contract awarded pursuant to a proposal submitted in response to this RFP may be assigned, either in whole, or in part, without first receiving written consent from the Organization. The Organization must approve any changes in the project team.

The Proposer must submit three (3) references of similar engagements during the last three (3) years. The references must have had experience with the Proposer similar in scope to those described in the RFP. The Proposer must name a contact person and contact information for whomever is responsible for the review at each provided reference.

Section 3. Work Plan

The proposal should contain a detailed statement of the Proposer's understanding of the Scope of Services required under this RFP. The proposal should also contain an explanation of the project approach including the proposed approach process, proposed schedule, and description of the proposed public involvement methods. Additionally, include Proposer's ability to meet the Organization's anticipated timeline; proposed interaction with staff and stakeholders; and any other features of the Proposer's ability to execute the requirements and achieve the objectives of this RFP. The Proposal should also include a Preliminary Work Plan containing a description and timeline of the phases or segments into which the proposed project can logically be divided and performed.

Section 4. Schedule of Performance

The Proposal shall address separately each of the major tasks, activities, or significant milestones to be achieved and a schedule of performance. If the respondent expects that the services will extend beyond the timeframe specified in Section III of this RFP, the respondent shall provide a justification for the extended time.

Section 5. Items Required from the Organization

In this section, the Proposer shall detail any and all information, documents, work required from Organization's staff.

Section 6. Fee Schedule

Proposals must include fee information that delineates the costs associated with providing consulting services being requested under this RFP. The schedule should include the following:

- 1.) A schedule of fees that itemize the costs of providing all services required under this RFP broken down by a.) Salaries, including work hours required and hourly rates for each employee; and (b) other expenses such as travel, supplies, etc.
- 2.) A schedule of payments that corresponds to completion of major tasks, milestones, or deliverables

Note: Should the Organization enter into negotiations with a successful applicant, revisions to the scope of services as defined in this RFP may be negotiated to reflect those agreed upon changes.

Section V. Proposal Evaluation and Award

5.1 The Organization evaluation team will select a preferred candidate based on the interviews, written proposals, and other information, as well as the results of reference checks. The following will be considered in evaluating each proposal:

- Completeness of response to the RFP requirements
- Experience with similar projects and jurisdictions
- Creativity of approach
- Proven experience in effective public involvement and incorporating citizen input
- Demonstrated facilitation skills successfully working with Organization's Councils and Commissions
- Demonstrated knowledge and experience with actual implementation of possible strategies
- Demonstrated experience in economic development and tourism marketing
- References
- Cost

5.2 Organization staff will make a recommendation to the City of Trinidad Council on the selection of the Proposer determined to be the most qualified for the project. While cost is an important factor, the lowest cost proposal will not necessarily ensure award. It is anticipated that Organization and the selected Proposer will enter into a professional services contract.

[Continue on Next Page]

Section VI.

**APPENDIX A
INSURANCE REQUIREMENTS**

It is hereby agreed and understood that the insurance required by the City of Trinidad and Las Animas County is primary coverage and that any insurance or self-insurance maintained by the City of Trinidad and Las Animas County, its officers, council members, agents, employees or authorized volunteers will not contribute to a loss. All insurance shall be in full force prior to commencing work and remain in force until the entire job is completed or the length of time that is specified in the contract.

1. Commercial General Liability Insurance
Minimum \$1,000,000.00

Insurance must include:

- (a) Premises and Operations Liability
- (b) Blanket Contractual Liability
- (c) Personal Injury
- (d) Explosion, collapse and underground coverage
- (e) Products/Completed Operations
- (f) The general aggregate must apply to this project/location

2. Comprehensive Automobile Liability Insurance
Minimum \$1,000,000

Insurance must cover liability for “Any Auto” – including owned, non-owned, and hired automobile liability.

3. Professional Liability Insurance
Minimum \$1,000,000

4. Other Insurance
During the term of this agreement, Contractor shall occur and keep in force workers’ compensation insurance and all other insurance required by any applicable law of the State of Colorado.

5. Additional Provisions:

- Additional Insured – On the Commercial General Liability Insurance, the City of Trinidad and Las Animas County and its officers, elected officials, agents, employees, and authorized volunteers shall be “Additional Insureds.”
- Endorsement – The Additional Insured Policy endorsement must accompany the Certificate of Insurance.
- Certificates of Insurance – A copy of the Certificate of Insurance must be on file with the City Clerk.
- Notice – The City of Trinidad requires a notice a minimum ten (10) day notice of any material change in the coverage of insurance.
- All carriers shall be admitted carriers in the State of Colorado.